

Required Competencies for Vocational Director Certification

	Internship	Philosophy of Vocational Education	Introduction of Vocational Administration	Adult Education	Curriculum Development	Finance	Legal Issues
A. Program Planning and Development, Evaluation and Improvement							
1. Implement local board and administration policies	X		X				
2. Recommend program policies to the administration and board			X				
3. Determine program feasibility			X		X		
4. Utilize advisory committee			X		X		
5. Prepare new course proposal					X		
6. Develop long-range plans			X				
7. Develop a program effectiveness and evaluation plan			X				
8. Review licensure, accreditation and certification requirements			X				
9. Assist staff in establishing program goals, objectives, and need prioritization	X		X				
10. Provide for the expansion of classroom learning through the use of local, state, and federal resources (A+, internships, tech prep, COE, service learning, etc.)		X	X		X		
B. Curriculum and Instruction Management							
1. Comply with legal requirements and regulations	X	X	X		X		X
2. Develop and integrate academic and vocational instruction		X			X		
3. Seek curriculum and instructional assistance from business and industry					X		
4. Establish curriculum development and review procedures					X		
5. Evaluate curriculum and instructional delivery methods					X		
6. Establish program admission requirements					X		
7. Determine student progress reporting system			X		X		
8. Provide for vocational student organizations			X		X		
C. Student Services							
1. Comply with applicable federal and state statutes and regulations regarding students	X	X	X				X
2. Provide for student discipline			X				X
3. Assist in development of student handbook	X		X				
4. Develop and maintain student records			X				
5. Provide support services for special populations			X		X		X
6. Provide comprehensive program of guidance and counseling services			X				
7. Establish crisis intervention plan(s)	X		X				
8. Coordinate financial aid and scholarships			X	X			
D. Personnel Management							
1. Establish and maintain open communication with personnel	X						
2. Recruit, select, and recommend personnel for employment	X		X	X			
3. Supervise and evaluate faculty and staff			X	X			

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1. Develop partnership with business, industry and labor		X	X	X	X		
2. Identify alternative application requirements and submission approval procedures (e.g., financial and other)			X	X		X	
3. Lobby for financial resources and legislation			X				X
4. Correlate resource acquisition with program goals, objectives and needs			X			X	
I. Marketing Vocational-Technical Education							
1. Develop a student recruitment and marketing plan plus accompanying guidelines utilizing all resources available (e.g., special events, promotional material, target groups)	X		X	X			
2. Determine effectiveness of marketing plan			X	X			
J. Public Relations							
1. Seek out and make use of all opportunities to create a positive image for vocational education	X	X	X	X			
2. Give public recognition to supporters of vocational education and student/staff achievements			X				
3. Comply with Freedom of Information and Privacy Acts			X				X
4. Serve on internal/external boards, councils and committees		X	X				
5. Participate in civic and professional groups		X	X				
6. Identify and work with community leaders		X	X				
K. Economic Development							
1. Develop institution as a local economic development resource, including technical assistance, customized training, etc.		X	X	X			
L. Program Articulation							
1. Develop articulation agreements			X		X		
2. Maintain and renew articulation agreements			X				
3. Establish procedures for granting credit or waiver of requirements			X				
M. Leadership for Special Needs							
1. Establish internal and external public relations efforts to develop positive attitudes toward the vocational special needs program and students		X	X				
2. Promote open communications and team work between coordinators, counselors, faculty, staff, and parents providing the components of student IEPs	X		X				
3. Ensure that facility is barrier free			X				X
4. Provide resources for appropriate curriculum and equipment modification to meet the special needs of students			X		X		
5. Assign adequate numbers of qualified staff and resources to meet the needs of students with special needs			X				
6. Monitor and review all special needs program components on an ongoing basis			X				X

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7. Maintain and provide security for records			X				X